



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for WIC and Community Nutrition Services

Division: Division of Community and Public Health

Sub-Section: Bureau of Community Food and Nutrition
Assistance Programs

TITLE: Child and Adult Care Food Program (CACFP) Files

CUTOFF: EOFFY

DESCRIPTION: Files include monitoring letters, licenses, overlaps, monitoring review claim revision forms, user ID and passwords and correspondence. These files are maintained in accordance with federal statute 7 CFR 226 to track application status, program payments, contract monitoring results, corrective action plans and debt collections.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23050

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Child and Adult Care Food Program (CACFP) Sponsoring Organization of Homes Files

CUTOFF: EOFFY

DESCRIPTION: Files contain correspondence, management plans, budgets and monitoring reviews and reports for the agencies that have two or more organizations sponsored. These files are maintained in accordance with federal statute 7 CFR 226 to track application status, program payments, contract monitoring results, corrective action plans and debt collections.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION:

SERIES: 23051

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for WIC and Community Nutrition Services

Division: Division of Community and Public Health

Sub-Section: Bureau of Community Food and Nutrition
Assistance Programs

TITLE: Summer Food Service Program (SFSP) Files

CUTOFF: EOFFY

DESCRIPTION: Files contain school information, monitoring reports, training documentation and correspondence. These files are maintained in accordance with federal statute 7 CFR 225 to track application status, program payments, contract monitoring results, corrective action plans and debt collections.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION:

SERIES: 23052

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009
